

**TRANSIENT MERCHANT**Office of the City Clerk  
City of Robbinsdale**LICENSE APPLICATION**

Annual Fee: \$50 per vehicle or location

I, \_\_\_\_\_, hereby make application for a Transient Merchant License, subject to provisions of City Ordinances. I do hereby swear that the answers and statements, and any attached information set forth by me in this application are true.

The City Ordinance requires that the data requested in this application must be submitted in order for the City to determine your eligibility for the license. Refusal to provide the data may result in an automatic denial of the requested license. The data provided shall be classified in accordance with the Minnesota Government Data Practices Act. The data provided shall be reviewed by the Chief of Police who shall then submit a recommendation for approval or denial, based upon the applicant's eligibility as determined by the provisions of the licensing ordinance. Access to the data provided shall be by officials and employees of the City engaged in administering or monitoring the provisions of the licensing ordinance; and also as allowed for by the Minnesota Government Data Practices Act.

**PLEASE PRINT OR TYPE YOUR RESPONSES**

(Provide in full the first, middle and last names where requested)

Applicant's Full Name (NO initials or nicknames)		Trade Name or DBA	
Residence Address		City	State                      Zip
Business Address		City	State                      Zip
Driver's License No./State Issued	Date of Birth	Residence Phone No.	Business Phone No.
Dates of solicitation: From _____ to _____      Hours of solicitation: From _____ to _____			
Description of vehicle(s) to be used:			
Description of confections or other goods to be sold:			
<p>The Licensee must submit all of the following with this application:</p> <p>_____ Certificate of public liability insurance of not less than \$1,500,000 combined single limit. Proof of vehicle insurance.</p> <p>_____ Minnesota Tax Clearance and Workers' Compensation forms.</p> <p>_____ License fee (non-refundable).      _____ Number of vehicles/locations.</p> <p>_____ Proposed route(s) or location(s) with days and hours.</p> <p>_____ A transient merchant license from Hennepin County is required for <i>out-of-state businesses</i>. The license is good for one year only at the place indicated on the original application. The license fee is \$150. A \$1,000 surety bond is required. The Hennepin County Government Center (300 South 6<sup>th</sup> Street, Level A, Suite A025, Downtown Minneapolis) is the only location that processes transient merchant licenses. Contact Pauline at 612-348-6186. <a href="http://www.co.hennepin.mn.us">www.co.hennepin.mn.us</a> (612-348-8240)</p>			
<p>TO THE APPLICANT: More than 10 days prior to commencing of operation, a proposed route must be filed with the Chief of Police. Proposed changes in the route shall be filed with the Chief at least 10 days in advance of making such changes.</p> <p style="text-align: right;">City Ordinance Section 1120.03, Subd. 3</p>			

**\*\* Outside sales on commercial property is not allowed without zoning approval. Outside sales on all other properties are prohibited unless allowed by City Code (such as biannual garage sales). \*\***

Names, addresses and phone numbers of officers or other persons having interest in the business:

_____	_____
_____	_____
_____	_____
( ) _____	( ) _____

*Attach additional pages if necessary.*

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**\*\* FOR OFFICE USE ONLY \*\***

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Return to the office of the City Clerk, 4100 Lakeview Ave. N., Robbinsdale, MN. Questions should be directed to the office of the City Clerk (763) 531-1255.	
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Date Application and Route Forwarded to Police Chief \_\_\_\_\_

Police Chief's Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Deny (if denied, note reason)

Council Meeting Date: \_\_\_\_\_ Approved/Denied \_\_\_\_\_

